



United States Department of State
An Equal Opportunity Employer

2003 SUMMER CLERICAL EMPLOYMENT PROGRAM

ANNOUNCEMENT #:

SCEP-2003

Closing Date: 02/10/03

POSITION TITLES:

Clerks, Office Automation Clerks and
Clerk-Typists

PERIOD OF EMPLOYMENT:

May 2003 to September 2003

GRADES:

GS-2/3/4

NUMBER OF VACANCIES:

The Department of State is developing a rank-ordered register for Clerks, Office Automation Clerks and Clerk-Typists for the 2003 summer period. The specific number of students to be hired will depend on need and availability of funding.

LOCATIONS:

The Department of State at 2201 C Street, NW
Washington, DC and various State Department annexes
located in the Washington D.C., metropolitan area.

AREA OF CONSIDERATION:

All Sources

DESCRIPTION OF DUTIES:

Office support duties include but are not limited to: answering telephones and other receptionist-related duties; filing and maintaining office files; typing and/or using a computer terminal to perform various office functions including initial entry of drafted materials using a variety of computer software packages; reviewing outgoing correspondence for correct format, grammar, punctuation and typographical errors; photocopying and assembling reports and briefings for distribution, etc.

BASIC ELIGIBILITY REQUIREMENTS:

1. Applicants must be citizens of the United States.
2. Be at least 16 years of age at time of appointment.
3. Applicants must undergo a thorough background investigation to determine eligibility for a security clearance.

4. All applicants applying for a Clerk-Typist/Office Automation position must demonstrate a typing/keyboarding skill of at least 40 words per minute. Proficiency must be certified in writing by any accredited testing facility and **must accompany the application.**

MINIMUM QUALIFICATION REQUIREMENTS:

GS-2 Be a high school graduate or have 3 months of clerical work experience

GS-3 Meet GS-2 criteria plus 1 year of college or 6 months of clerical work experience

GS-4 Meet GS-2 criteria plus 2 years of college or 1 year of clerical work experience

SPECIALIZED EXPERIENCE: Preference points will be awarded to applicants possessing previous clerical work experience and specialized knowledge of and experience with computer software applications associated with office automation.

APPLICATION PROCEDURES AND DEADLINE FOR SUBMISSION

The following application and related materials are required and are part of this announcement, and become the property of the Department of State:

1. Completed DS-1950, Application for Employment or Resume:
2. A certification of typing proficiency of at least 40 words per minute from an accredited testing facility if applying for Clerk Typist position.
3. A completed Employment Data Form. This is a voluntary form which is used to collect data.
4. Transcripts (official and unofficial are acceptable).
5. Due to intense competition and the required background investigation, applications must be **postmarked** no later than **February 10, 2003**.
6. **Applications mailed in government franked envelopes will not be processed.**

Send completed application package to:

**Summer Program Coordinator
Bureau of Human Resources
U. S. Department of State
2401 E Street NW, Room H-518
Washington, DC 20522**

Executive Branch agencies are barred by 5 U.S.C. 3303, as amended from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender. In addition, as mandated by 5 U.S. Code 310, sons and daughters of federal employees cannot be granted preference in competing for these employment opportunities.

The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation,

disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.

This Announcement can also be downloaded from our Website: www.state.gov (select The Department, Careers, Student Programs, Summer Clerical Program)